

COMMUNITY



RESOURCES KIT

INFORMATION ON PROGRAMS
FOR RENEWAL, IMPROVEMENT, AND
DEVELOPMENT OF ONTARIO COMMUNITIES

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Ministry of
Municipal Affairs
and Housing

Claude Bennett, Minister

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HAVE PRIDE IN YOUR COMMUNITY

Renewal and improvement can enrich the neighbourhood, . . . the business section . . . the very heart of a community.

Done with PRIDE (Programs for Renewal, Improvement, and DEvelopment), it is not so much a facelift, as an uplift. Programs of consultation and funding that bring a new spirit to a PRIDE-enhanced area.

Ontario's PRIDE are programs of dollars and development, restoration and revival, self-help and self-improvement.

Ontario's PRIDE are programs of the Community Renewal Branch, Ministry of Municipal Affairs and Housing.

Consultation, advisory support, education, information, and financial assistance are among the services the Branch provides.

Working with municipalities and the private sector, the Branch assists in:

- the preparation of community improvement policies as part of municipal official plans;
- the interpretation, application, and administration of the community improvement legislation in the Planning Act; and
- the establishment and ongoing operation of Business Improvement Areas (BIA) across the province.

Education and information exchange services are provided by the Branch through:

- the sponsorship and participation in seminars and workshops focusing on community renewal programs and related activities;
- the development of guidelines, etc. dealing with renewal activities and legislation; and
- the publication of a newsletter and other resource materials for Business Improvement Areas.

Financial assistance is provided to municipalities under two separate renewal programs — the Ontario

Neighbourhood Improvement Program (ONIP) and the Commercial Area Improvement Program (CAIP).

The Ontario Neighbourhood Improvement Program is designed to assist Ontario municipalities revitalize older residential neighbourhoods. It provides grants for improvements to municipal services and community facilities.

The objectives of ONIP are:

- To improve conditions in older deteriorating but potentially stable and predominantly residential neighbourhoods occupied by low and moderate income households.
- To assist municipalities in improving municipal services, public utilities and social and recreational facilities in eligible residential neighbourhoods.
- To encourage investment in the rehabilitation of existing housing stock and new infill development by private and/or socially assisted housing.
- To encourage energy conservation through energy efficient land use.

The Commercial Area Improvement Program is designed to assist Ontario municipalities upgrade older commercial districts. It provides grants and loans for municipal services, parking, aesthetic and economic improvements.

The objectives of CAIP are:

- To encourage and support the improvement of downtown and other older existing commercial districts by municipalities and business groups.
- To encourage continued maintenance and promotion of existing viable commercial areas and the replacement of incompatible land uses.
- To stabilize and/or improve property and business tax bases through the stimulation of private investment.
- To promote co-ordination and joint comprehensive planning and design by the municipality, business groups and the community at large.
- To ensure effective use of existing municipal services and encourage infill and small anchor developments which will contribute to the improvement of the commercial area.

- To provide increased opportunity for economic expansion and development in a municipality by creating viable and attractive commercial areas.
- To encourage conservation of buildings and areas of historic significance.
- To encourage energy conservation through energy efficient land use.

As a pre-requisite for eligibility for either of these programs, every municipality must have policies relating to community improvement in its official plan.

In addition to ONIP and CAIP, the Branch administers a number of ongoing projects previously funded under other programs.

Let Ontario's PRIDE bring a new spirit to an area of your community.

For further information on the PRIDE IN YOUR COMMUNITY activities, contact:

Community Renewal Branch

13th Floor
777 Bay Street
Toronto, Ontario
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BUSINESS IMPROVEMENT AREAS

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A Business Improvement Area (BIA) is a self-help mechanism designed to assist local business and retail communities upgrade and promote their commercial and shopping districts. A BIA can only be established on the initiative of the local business community and with the approval of the local municipal council. Under Section 217 of The Municipal Act, a BIA can be designated by bylaw for:

- the improvement, beautification and maintenance of municipally-owned lands, buildings and structures in the area beyond that which is normally provided at the expense of the municipality; and
- the promotion of the area as a business or shopping district.

The activities of a BIA are directed by a board of management appointed by council and are funded by a special tax levy applied to all businesses within the area.

Since the enabling provincial legislation was enacted in 1970, more than 160 BIAs have been established throughout Ontario.

BENEFITS OF A BUSINESS IMPROVEMENT AREA

An attractive and vibrant business improvement area provides a progressive business environment and projects a positive community image. Through cooperation and innovation, a BIA can surmount problems of declining viability, increased competition and physical deterioration. An active BIA can also:

- increase municipal involvement;
- improve the overall appearance of the area;
- more effectively promote the area as an entity;
- generate greater community interest and pride in the downtown area;
- provide a greater spirit of cooperation and enthusiasm within the business community; and
- attract and maintain customers for the area.

FORMATION OF A BUSINESS IMPROVEMENT AREA

The request to designate an area as a BIA originates with the local business community affected. Developed in consultation with the municipal planning staff, and submitted to municipal council, the formal request for designation should identify the need for a BIA and set out the boundaries for the proposed area.

Every business in the proposed area will be notified in writing of the formal request and of council's intent to pass a bylaw designating the area as a BIA. All those notified have a two month period to present a petition of objection to the municipal clerk. To prevent the passage of a designating bylaw, the petition must:

- be signed by at least one-third of those notified; and
- be signed by representatives of at least one-third of the reality assessment of the proposed area.

If these conditions are not met, council may pass the bylaw and appoint a board of management. If one or more objections are received within thirty days of written notification being given, council may pass the bylaw subject to approval of the Ontario Municipal Board.

OPERATION OF A BUSINESS IMPROVEMENT AREA

Operational direction to a BIA is provided by a board of management. As a corporate body, the board must include at least one member of council. The remaining members will be comprised of persons assessed for business tax within the BIA or their nominees and will hold office for the term of the council that appoints them. Each business sector of the BIA should be represented on the board.

The board of management is responsible for establishing priorities, developing a budget and implementing programs. The board will also provide council with an annual budget estimate of funds required for its promotion and improvement programs. The funds required will be raised by a special tax levy on all businesses within the BIA. This levy will be charged to an individual business on the basis of its assessed value of real property, subject to minimum and maximum amounts or special benefit charges as specified in the bylaw.

The board may not borrow money, and without the prior approval of council, may not incur indebtedness beyond the current year.

ADDITIONAL INFORMATION

For further information on the establishment and operation of business improvement areas and on other PRIDE IN YOUR COMMUNITY activities contact:

Community Renewal Branch

13th Floor
777 Bay Street
Toronto, Ontario
M5G 2E5

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IN YOUR COMMUNITY

COMMERCIAL AREA IMPROVEMENT PROGRAM

ADMINISTRATION OUTLINE

IMPORTANT

TO BE ELIGIBLE TO PARTICIPATE IN THE COMMERCIAL AREA IMPROVEMENT PROGRAM A MUNICIPALITY MUST HAVE COMMUNITY IMPROVEMENT POLICIES IN ITS OFFICIAL PLAN. FOR MORE INFORMATION ON COMMUNITY IMPROVEMENT POLICIES, SEE GUIDELINE 4 "COMMUNITY IMPROVEMENT" OF THE PLANNING ACT GUIDELINE SERIES. FINANCIAL ASSISTANCE FOR THE PREPARATION OF A COMMUNITY IMPROVEMENT POLICY IS AVAILABLE THROUGH THE COMMUNITY PLANNING STUDY GRANTS PROGRAM ADMINISTERED BY THE COMMUNITY PLANNING ADVISORY BRANCH.

COMMERCIAL AREA IMPROVEMENT PROGRAM

This outline has been developed to help municipal officials and local businessmen understand the principles of the Commercial Area Improvement Program and to outline the procedures for obtaining provincial funding.

PURPOSE

The Commercial Area Improvement Program (CAIP) is designed to assist Ontario municipalities upgrade older commercial districts by providing grants and loans for municipal services, parking, aesthetic and economic improvements. As a pre-requisite for eligibility every municipality must have policies relating to community improvement in its official plan. For more information see Guideline 4 "Community Improvement" of the Planning Act Guideline Series.

OBJECTIVES

- To encourage and support the improvement of downtown and other older existing commercial districts by municipalities and business groups.
- To encourage continued maintenance and promotion of existing viable commercial areas and the replacement of incompatible land uses.
- To stabilize and/or improve property and business tax bases through the stimulation of private investment.
- To promote co-ordination and joint, comprehensive planning and design by the municipality, business groups and the community at large.
- To ensure effective use of existing municipal services and encourage infill and small anchor developments which will contribute to the improvement of the commercial area.
- To provide increased opportunity for economic expansion and development in a municipality by creating viable and attractive commercial areas.
- To encourage conservation of buildings and areas of historic significance.
- To encourage energy conservation through energy efficient land use.

MUNICIPAL ELIGIBILITY CRITERIA

To be eligible for financial assistance, a municipality must:

- (i) Have an approved official plan with policies relating to community improvement.
- (ii) Have a core area or commercial district which complies with commercial area eligibility criteria and an economically viable commercial area improvement project.
- (iii) Have an adopted property maintenance and occupancy standards bylaw applicable to the improvement area pursuant to Section 31 of the Planning Act or under a private bill.
- (iv) Undertake to involve the public during the preparation of the community improvement plan.

- (v) Have the financial and administrative capability to implement the community improvement plan.
- (vi) Be able to develop and submit within eight months, a community improvement plan (under Section 28(4) of the Planning Act) capable of being implemented within four years of receiving approval of provincial funding.

COMMERCIAL AREA ELIGIBILITY CRITERIA

For the purposes of CAIP, a commercial area is defined as the commercial core of a municipality or an established older commercial district. Highway commercial and planned shopping centres designated in local official plans and appropriate zoning bylaws are excluded. The commercial area eligibility criteria are:

- (i) The area is identified as an area in need of improvement in the community improvement policies in the municipality's official plan.
- (ii) The area is at least 50 per cent commercial and is appropriately zoned.
- (iii) The area is deficient in municipal services such as water and sewer mains, streets and sidewalks, lighting, etc.
- (iv) The area would benefit from improvement to parking and streetscape (landscaping, decorative lighting, etc.).
- (v) The area is defined, in whole or in part, as a Business Improvement Area (BIA) under Section 217 of the Municipal Act.
- (vi) The area exhibits symptoms of physical, functional and/or economic decline (buildings in need of rehabilitation, decrease in retail sales, high vacancy rate, declining tax base).

PROVINCIAL EVALUATION CRITERIA

The following criteria will be used by the Ministry of Municipal Affairs and Housing to evaluate municipal requests for funding.

- (i) Relative need and merit of the municipal project compared to those proposed by other municipalities.
- (ii) Conformity with local community improvement policies.
- (iii) Viability of the specific project proposal in terms of:
 - impact on the local tax base;
 - anticipated number of jobs to be created during the planning, implementation, and/or construction of the project;
 - potential number of jobs (full and part-time) to be retained or created after completion of the project;
 - potential spin-off benefits in terms of private investment in the area.
- (iv) Degree of municipal council commitment and public support for the project.

- (v) Support for provincial objectives, such as, energy conservation, heritage preservation and tourism.
- (vi) In the case of small anchor redevelopment projects, potential impact on the existing businesses in the area, revenue to the municipality, level of commitment by prospective developers, and implementation feasibility within the stipulated time frame.

PROVINCIAL FUNDING

The province will contribute 50 per cent of approved eligible costs within the overall agreement amount. Maximum provincial funding to a project will not exceed \$500,000.

The provincial contribution will be in the form of loans and grants. The grant portion will not exceed one-third of the total provincial contribution, and the remaining two-thirds will consist of a loan.

The provincial contribution will be paid on the submission of a completed claim form with the necessary supporting documentation after the expenditures have been paid for by the municipality.

Projects must be completed within four years, and comply with the following rate of expenditure:

- a minimum expenditure of one-third of the approved gross cost must occur by the end of the second year;
- up to two-thirds by the end of the third year; and
- the remaining one-third by the end of the fourth year.

If the actual rate of expenditure is less than the minimum stipulated, the municipality could lose provincial commitment of the amount underspent.

If the actual rate of expenditure is greater than the minimum stipulated, and provincial funds are unavailable, carrying charges will not be considered as an eligible cost.

The repayment by the municipality will equal 100 per cent of the loan portion of the provincial contribution plus accrued interest over the entire period of repayment.

The rate of interest to be charged to a municipality shall be 50 per cent of the provincial borrowing rate.

The rate of interest to be charged to a municipality will be set at the date of approval of provincial funding. Once established, that rate will remain fixed for the duration of the loan retirement period.

The maximum period of repayment is ten years.

The Provincial/Municipal Agreement will establish the repayment schedule and the date from which interest charges will be calculated.

Repayment of the provincial loan is the municipality's responsibility. Prior to executing the Provincial/Municipal Agreement, the municipality is required to receive Ontario Municipal Board approval.

Retirement of the provincial loan could be made by the municipality from part of the BIA budget, subject to the concurrence of the Business Improvement Area Board of Management.

ELIGIBLE COSTS

All eligible costs under the program are divided between those that qualify for a loan and/or grant and those that qualify for assistance by means of a loan only.

Any items which exceed the grant portion of the provincial contribution can be included in the loan portion up to the total provincial contribution to the project.

LOAN AND GRANT

Administration

Not to exceed 15 per cent of the total project cost, eligible administration costs include:

- Salaries of municipal staff (full and part-time) and/or fees of consultants engaged in the preparation or refinement of the community improvement plan, the development of a streetscape design concept and the development of a maintenance and promotion strategy for the business area.
- Preparation of base maps, reproduction of maps and the acquisition of any other relevant data.
- Site office rental and related costs.
- Citizen participation initiatives including literature and public meeting costs.
- Salaries of municipal staff (full and part-time) engaged in the implementation of the community improvement plan such as engineering, legal and accounting costs.
- Attendance at ministry sponsored seminars related to the program with prior approval of the ministry.

Services and Utilities

The eligible costs are limited to those standard municipal services specifically intended to serve the community improvement project area, including:

- Preparation of detailed architectural design plans and engineering working drawings, and other necessary costs as part of the project implementation.
- Construction of new sewer and water mains and/or laterals.
- Repair of existing sewer and water mains.
- Abandonment of sewer and water mains.
- Abandonment costs and/or residual value of the hydro, gas and telephone lines.
- Construction of new and/or paving and repairing of existing roads, streets, lanes, sidewalks, boulevards, curbs, gutters, catch basins, street signs, street lighting, and traffic light signals.
- The acquisition and/or demolition of the lands and/or buildings if needed for the construction of new roads, streets, lanes, and sidewalks.
- Land acquisition and improvements for the provision of parkettes or tot-lots.

LOAN ONLY

Parking

- Acquisition of land for parking lots.
- Resurfacing existing parking facilities.
- Construction of new surface parking.
- Parking control booths.
- Amenities associated with parking lots such as lighting and landscaping.
- Acquisition of land and site preparation for pedestrian access (walkways) to parking areas.

Aesthetic Improvements

- Streetscape improvements such as street furniture (benches, garbage containers), decorative lighting, flag poles, banners, interlocking brick sidewalks, etc.

Small Anchor Redevelopment Projects

- The acquisition of land and site preparation.
- The acquisition of an existing building and renovations and/or restorations.

NOTES ON ELIGIBLE COSTS

- Total project costs are defined as all eligible costs outlined with the exception of administration.
- At least 25 per cent of the total project cost must be expended for those eligible costs that qualify for assistance by means of a loan only.
- A maximum of 15 per cent of the total project cost may be added for administration and planning costs.
- Moving costs and other related compensation are eligible for a grant or loan depending on the reason for the land acquisition.
- Funds can only be used to improve lands which are municipally-owned or where a municipality has a written long term (ten year) use agreement which is acceptable to the ministry.
- On-going maintenance and operating costs of any improved or new facilities are not eligible.
- Provincial contribution will be limited to those eligible costs which have been incurred after the date of approval of provincial funding.
- Provincial payment will be made after the community improvement plan has been approved by the Minister and the Provincial/Municipal Agreement has been executed.

- The list of eligible items may be expanded at the request of a municipality and with the approval of the Minister.

NOTES ON APPLICATION-APPROVAL PROCESS FOR FUNDING

- The application-approval process to be followed by municipalities for CAIP funding is outlined in Figure 1.
- Municipalities interested in applying for financial assistance may obtain the necessary application forms from the Community Renewal Branch.
- The Community Renewal Branch staff are available to assist municipalities:
 - (i) complete the necessary forms;
 - (ii) identify and designate community improvement project areas which comply with the commercial area eligibility criteria outlined earlier; and
 - (iii) prepare, adopt, and submit community improvement plans, bylaws, and supporting documentation for approval of provincial funding.

It should be noted that (ii) and (iii) above must be completed and submitted within eight months of the date of approval of provincial funding.

- Sections 28 and 30 of the Planning Act identify the legislative authority granted municipalities to develop community improvement plans and to enter into Provincial/Municipal Agreements.
- Municipalities which have received approval of provincial funding and which have commenced to implement community improvement plans, will be provided with Claim Forms and Progress Report Forms.

SOURCES OF INFORMATION

Information and statistics can be derived from:

- municipal official plan;
- census information;
- municipal records, reports, and studies;
- retail market analysis; and
- windshield surveys.

MUNICIPALITY APPLICATION-APPROVAL PROCESS FOR CAIP FUNDING

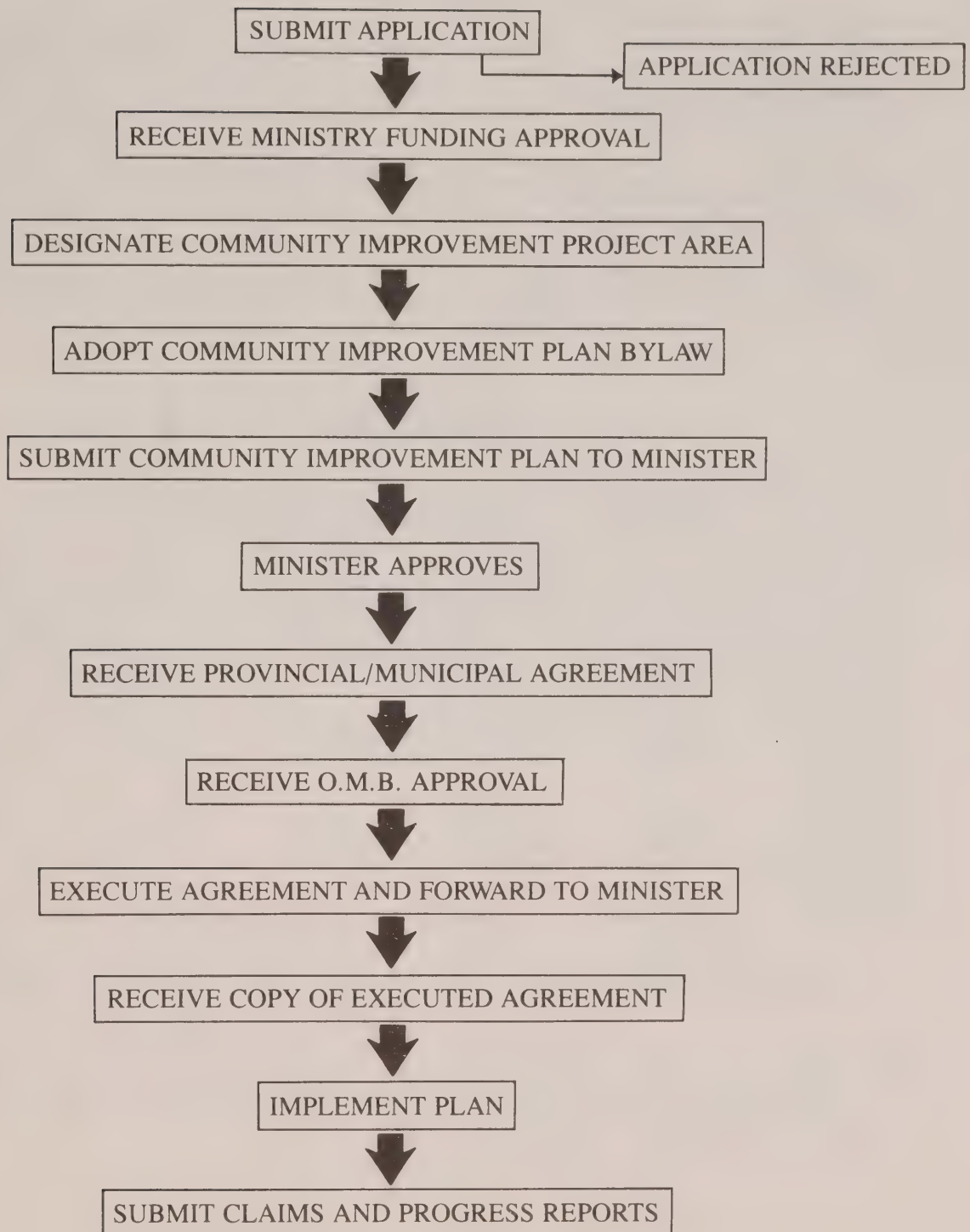


Figure 1

Examples

The following examples illustrate how the provincial contribution would be divided between a loan and a grant.

Example One

TOTAL PROJECT COSTS	\$ 550,000
ADMINISTRATION COSTS	50,000
TOTAL PROGRAM COSTS	<u>\$ 600,000</u>
PROVINCIAL CONTRIBUTION TO COSTS	\$ 300,000
MUNICIPAL SHARE OF COSTS	\$ 300,000
MAXIMUM PROVINCIAL GRANT (one-third of total provincial contribution)	\$ 100,000

Supporting Data

Activity	Total Estimated Cost	Municipal Share	Provincial Contribution		
			Grant	Loan	Total
Administration	\$ 50,000	\$ 25,000	\$ 25,000	—	\$ 25,000
Sewer Main	150,000	75,000	75,000	—	75,000
Sidewalk	100,000	50,000	—	\$ 50,000	50,000
Water Main	100,000	50,000	—	50,000	50,000
Parking	150,000	75,000	—	75,000	75,000
Decorative Lighting	25,000	12,500	—	12,500	12,500
Flag Poles	13,000	6,500	—	6,500	6,500
Benches/Garbage Containers	12,000	6,000	—	6,000	6,000
Total	<u>\$600,000</u>	<u>\$300,000</u>	<u>\$100,000</u>	<u>\$200,000</u>	<u>\$300,000</u>

Note: Eligible costs which qualify for a grant exceed the maximum of one-third of total provincial contribution. Sidewalk and water main improvements are covered by loan portion of provincial contribution.

Example Two

TOTAL PROJECT COSTS	\$ 280,000
ADMINISTRATION COSTS	20,000
TOTAL PROGRAM COSTS	\$ 300,000
PROVINCIAL CONTRIBUTION TO COSTS	\$ 150,000
MUNICIPAL SHARE OF COSTS	\$ 150,000
MAXIMUM PROVINCIAL GRANT (one-third of total provincial contribution)	\$ 50,000

Supporting Data

Activity	Total Estimated Cost	Municipal Share	Provincial Contribution		
			Grant	Loan	Total
Administration	\$ 20,000	\$ 10,000	\$ 10,000	—	\$ 10,000
Redevelopment Project	200,000	100,000	—	\$100,000	100,000
Interlocking Brick, Sidewalks, Benches, Flag Poles, Etc.	80,000	40,000	—	40,000	40,000
Total	\$300,000	\$150,000	\$ 10,000	\$140,000	\$150,000

Note: Eligible costs which qualify for a grant are less than the maximum of one-third of total provincial contribution. Redevelopment projects and aesthetic improvements only qualify for a loan.

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ONTARIO NEIGHBOURHOOD IMPROVEMENT PROGRAM

ADMINISTRATION OUTLINE

IMPORTANT

TO BE ELIGIBLE TO PARTICIPATE IN THE ONTARIO NEIGHBOURHOOD IMPROVEMENT PROGRAM A MUNICIPALITY MUST HAVE COMMUNITY IMPROVEMENT POLICIES IN ITS OFFICIAL PLAN. FOR MORE INFORMATION ON COMMUNITY IMPROVEMENT POLICIES, SEE GUIDELINE 4 "COMMUNITY IMPROVEMENT" OF THE PLANNING ACT GUIDELINE SERIES. FINANCIAL ASSISTANCE FOR THE PREPARATION OF A COMMUNITY IMPROVEMENT POLICY IS AVAILABLE THROUGH THE COMMUNITY PLANNING STUDY GRANTS PROGRAM ADMINISTERED BY THE COMMUNITY PLANNING ADVISORY BRANCH.

ONTARIO NEIGHBOURHOOD IMPROVEMENT PROGRAM

This outline has been developed to help municipal officials understand the principles of the Ontario Neighbourhood Improvement Program and to outline the procedures for obtaining provincial funding.

PURPOSE

The Ontario Neighbourhood Improvement Program (ONIP) is designed to assist Ontario municipalities in the revitalization of older residential neighbourhoods by providing grants for improvements to municipal services and community facilities. As a pre-requisite for eligibility every municipality must have policies relating to community improvement in its official plan. For more information see Guideline 4 “Community Improvement” of the Planning Act Guideline Series.

OBJECTIVES

- To improve conditions in older deteriorating but potentially stable and predominantly residential neighbourhoods occupied by low and moderate income households.
- To assist municipalities in improving municipal services, public utilities and social and recreational facilities in eligible residential neighbourhoods.
- To encourage investment in the rehabilitation of existing housing stock and new infill development by private and/or socially assisted housing.
- To encourage energy conservation through energy efficient land use.

MUNICIPAL ELIGIBILITY CRITERIA

To be eligible for financial assistance, a municipality must:

- (i) Have an approved official plan with policies relating to community improvement.
- (ii) Have a neighbourhood which complies with the eligibility criteria.
- (iii) Have an adopted property maintenance and occupancy standards bylaw applicable to the improvement area pursuant to Section 31 of the Planning Act or under a private bill.
- (iv) Undertake to involve the residents of the neighbourhood during the preparation of the community improvement plan.
- (v) Have the financial and administrative capability to implement the community improvement plan.
- (vi) Be able to develop and submit within eight months, a community improvement plan (under Section 28(4) of the Planning Act) capable of being implemented within four years of receiving approval of provincial funding.

NEIGHBOURHOOD ELIGIBILITY CRITERIA

For the purposes of ONIP, a neighbourhood is an area defined by boundaries relating to existing geographic, social, physical and functional features. A municipality with a population of less than 5,000 can be designated in its entirety provided that the neighbourhood eligibility criteria are fulfilled. The neighbourhood eligibility criteria are:

- (i) The area is identified as an area in need of improvement in the community improvement policies in the municipality's official plan.
- (ii) At least 25 per cent of the housing stock is in need of rehabilitation.
- (iii) There is a deterioration or deficiency in municipal services such as water, sewers, roads, sidewalks, street lighting, etc.
- (iv) There is a deterioration or deficiency in public community services such as indoor recreational facilities, open space, community centres, libraries, etc.
- (v) The area is composed of predominantly low and moderate income households. (The average household income of the ONIP area is below either the average provincial household income or the average household income of the municipality.)
- (vi) The area is at least 50 per cent residential.
- (vii) The area will remain stable in terms of residential land use and density as reflected in the official plan and zoning bylaw.

PROVINCIAL EVALUATION CRITERIA

The following criteria will be used by the Ministry of Municipal Affairs and Housing to evaluate municipal requests for funding.

- (i) Relative need and merit of the municipal project compared to those proposed by other municipalities.
- (ii) Conformity with local community improvement policies.
- (iii) Impact on the local tax base.
- (iv) Anticipated number of jobs (construction and full-time) created by the project.
- (v) Expected spin-off impact of the project (potential for infill development and housing rehabilitation, etc.).
- (vi) Degree of municipal council commitment and public support for the project.
- (vii) Energy efficient aspects of the project.

PROVINCIAL FUNDING

The province will contribute 50 per cent of approved eligible costs within the overall agreement amount.

The provincial contribution will be paid on the submission of a completed claim form with the necessary supporting documentation after the expenditures have been paid for by the municipality.

Projects must be completed within four years, and comply with the following rate of expenditure:

- a minimum expenditure of one-third of the approved gross cost must occur by the end of the second year;
- up to two-thirds by the end of the third year; and
- the remaining one-third by the end of the fourth year.

If the actual rate of expenditure is less than the minimum stipulated, the municipality could lose provincial commitment of the amount underspent.

If the actual rate of expenditure is greater than the minimum stipulated, and provincial funds are unavailable, carrying charges will not be considered as an eligible cost.

ELIGIBLE COSTS

Administration

Not to exceed 15 per cent of the total project cost, eligible administration costs include:

- Salaries of municipal staff (full and part-time) and/or fees of consultants engaged in the preparation or refinement of the community improvement plan for the project area.
- Preparation of base maps, reproduction of maps and the acquisition of census data.
- Site office rental and related costs.
- Citizen participation initiatives including literature and public meeting costs.
- Salaries of municipal staff (full and part-time) engaged in the implementation of the community improvement plan such as engineering, legal and accounting costs.
- Attendance at ministry sponsored seminars related to the program with prior approval of the ministry.

Social and Recreational Facilities

- Capital costs of construction and/or renovation of parks, wading pools, swimming pools, ball diamonds, skating rinks, community centres, day care centres, clinics, drop-in centres, libraries, senior citizen centres and youth centres (does not include the costs of recreational equipment, furnishings, books for libraries, etc.).
- Land and building acquisition costs related to the above.
- Demolition, grading of land, soil tests and surveys related to social and recreational projects.
- Preparation of detailed architectural design plans and working drawings relating to project implementation.
- Appraisal and legal fees for the acquisition of properties.

Relocation

- Moving costs and other related compensation paid to individuals, families or businesses.

Service and Utilities

The eligible costs are limited to those standard municipal services specifically intended to serve the community improvement project area, including:

- Preparation of detailed architectural design plans and engineering working drawings, and other necessary costs as part of the project implementation.
- Construction of new sewer and water mains and/or laterals.
- Repair of existing sewer and water mains.
- Abandonment of sewer and water mains.
- Abandonment costs and/or residual value of the hydro, gas and telephone lines.
- Construction of new and/or paving and repairing of existing roads, streets, lanes, sidewalks, boulevards, curbs, gutters, catch basins, street signs, street lighting, traffic light signals and garbage receptacles.
- Acquisition and/or demolition of the lands and/or buildings if needed for the construction of new roads, streets, lanes, and sidewalks.

Land for Low and Moderate Income Housing

- The acquisition and/or clearing of land to be used for low and medium density housing for families of low and moderate income where:
 - (i) the property consists of residential building beyond the stage of economic rehabilitation, or,
 - (ii) the existing land use is inconsistent with the general character of the area, or,
 - (iii) the property adjacent to (i) or (ii) is required in the land assembly of a suitable site for the housing.

Consultation with the ministry prior to the purchase of such land is recommended.

Land for Other Uses

- The acquisition and demolition of noxious uses where prior approval of the ministry has been obtained.

NOTES ON ELIGIBLE COSTS

- Total project costs are defined as all eligible costs outlined with the exception of administration.
- At least 20 per cent of the total project cost must be spent on either municipal services and/or social/recreational facilities.
- A maximum of 15 per cent of the total project cost may be added for administration and planning costs.
- All facilities constructed or repaired under the program must be acceptable to the ministry. Projects which exceed the needs of the neighbourhood will be considered for pro-rating in consultation with the Community Renewal Branch.

- Funds can only be used to improve lands which are municipally-owned or where a municipality has a written long term (ten year) use agreement which is acceptable to the ministry.
- It is not the intent of the program to service vacant land for development.
- In the case of land acquisition, the provincial contribution shall be on a net basis (gross acquisition cost minus sales price). However, to avoid financial burden to the municipality, where the acquisition is necessary well in advance of the finalization of the sale of the land, the provincial contribution during the first three years of the implementation of the community improvement plan may be on the basis of gross cost of acquisition. However, if the sale of the land is not finalized by the end of the third year, then the value of the land shall be appraised in accordance with the proposed re-use and the provincial contribution will be netted accordingly. The netting is necessary to enable the municipality to use provincial funds for other approved improvements and to complete the community improvement plan within the stipulated four years. Any surplus funds (rentals minus expenses) from an interim use of the lands and buildings can only be used in the ONIP area for the approved improvements.
- On-going maintenance and operating costs of any improved or new facilities are not eligible.
- Provincial contribution will be limited to those eligible costs which have been incurred after the date of approval of provincial funding.
- Provincial payment will be made after the community improvement plan has been approved by the Minister and the Provincial/Municipal Agreement has been executed.
- The list of eligible items may be expanded at the request of a municipality and with the approval of the Minister.

NOTES ON APPLICATION-APPROVAL PROCESS FOR FUNDING

- The application-approval process to be followed by municipalities for ONIP funding is outlined in Figure 1.
- Municipalities interested in applying for financial assistance may obtain the necessary application forms from the Community Renewal Branch.
- The Community Renewal Branch staff are available to assist municipalities:
 - (i) complete the necessary forms;
 - (ii) identify and designate community improvement project areas which comply with the neighbourhood eligibility criteria outlined earlier; and
 - (iii) prepare, adopt, and submit community improvement plans, bylaws, and supporting documentation for approval.

It should be noted that (ii) and (iii) above must be completed and submitted within eight months of the date of approval of provincial funding.

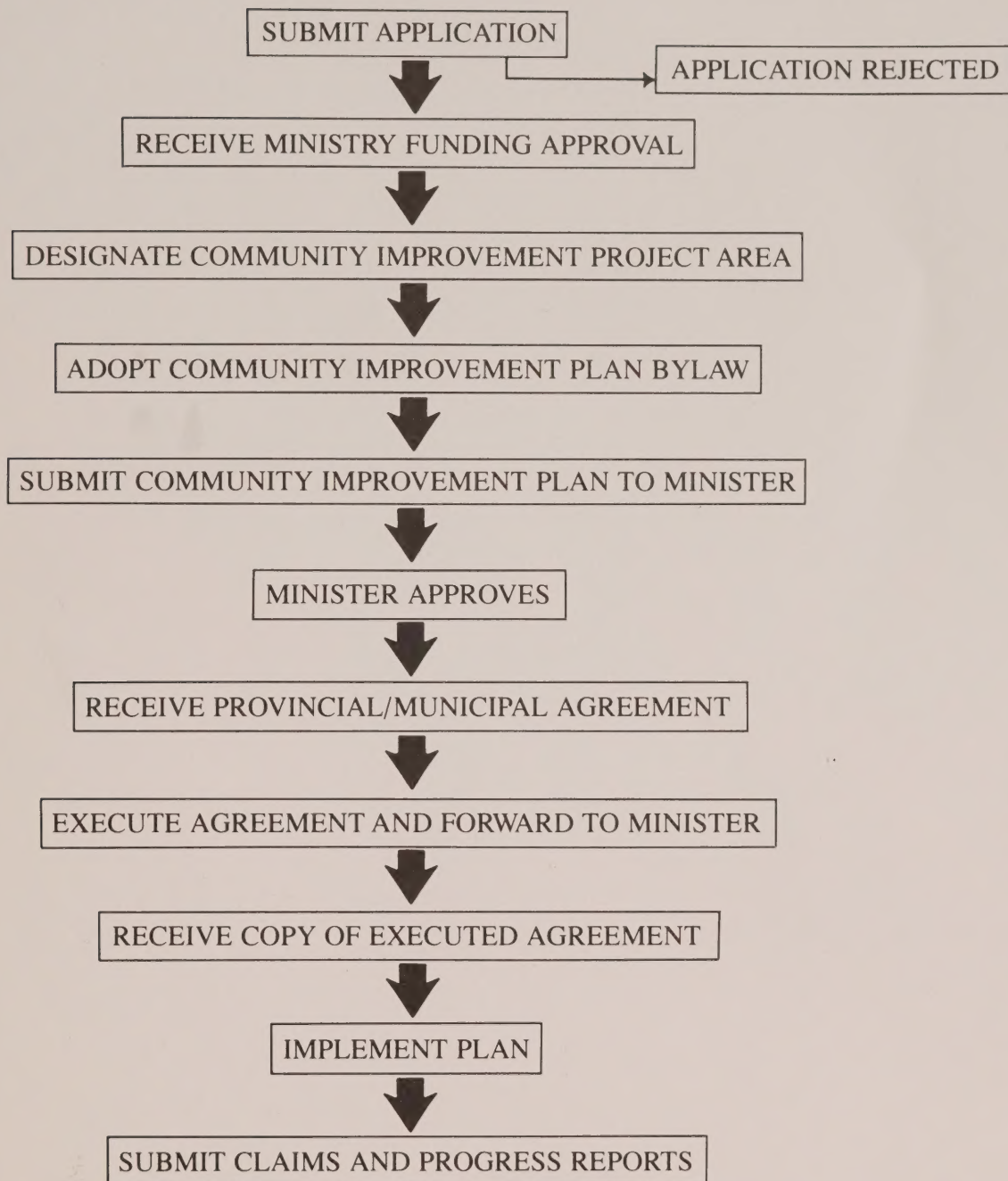
- Sections 28 and 30 of the Planning Act identify the legislative authority granted municipalities to develop community improvement plans and to enter into Provincial/Municipal Agreements.
- Municipalities which have received approval of provincial funding and which have commenced to implement community improvement plans, will be provided with Claim Forms and Progress Report Forms.

SOURCES OF INFORMATION

Information and statistics can be derived from:

- municipal official plan;
- census information;
- municipal records, reports, and studies; and
- windshield surveys.

MUNICIPALITY APPLICATION-APPROVAL PROCESS FOR ONIP FUNDING



For further information on this and other PRIDE IN YOUR COMMUNITY activities, contact:

Community Renewal Branch

13th Floor
777 Bay Street
Toronto, Ontario
M5G 2E5

La version française de cette publication est disponible à demande.



Ontario

Ministry of
Municipal Affairs
and Housing

Claude Bennett, Minister

